

Printing

BW Web Reports

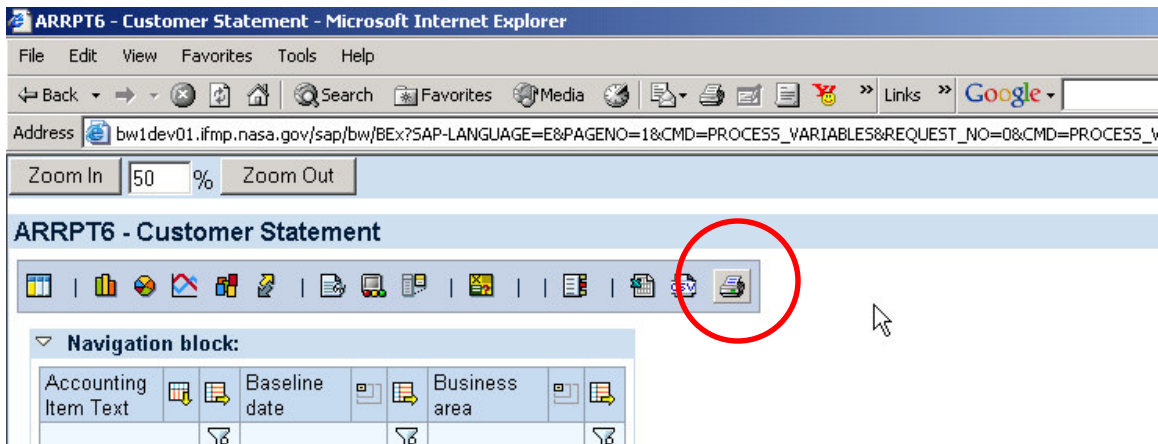
BW Version 3.0B
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Purpose

To improve the formatting of BW Web Applications when printing from web using an Internet browser. This includes the ability to modify the layout by changing print headers and footers on each page and to set page breaks. Column headings will also be printed on each page to make it easier to read printed reports.

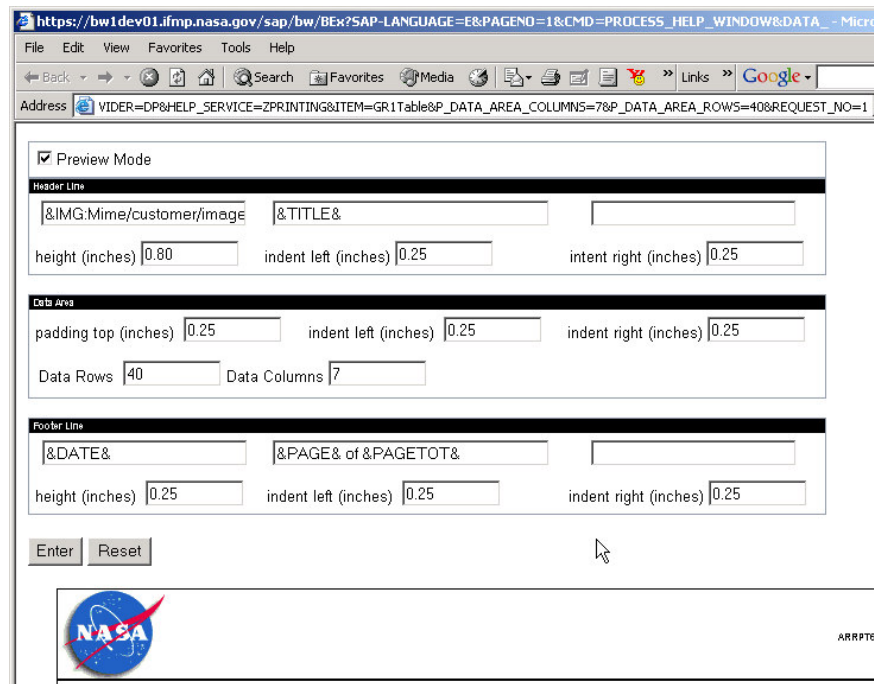
- 1.) BW Web Applications will now have an additional “Print” button added to the toolbar.



- 2.) Before clicking the Print button, make sure your query is in the format you desire for printing. Perform all needed drilldowns, drillups and filtering before printing. Try to limit your printing to 1000 rows of information since your browser and computer may have trouble rendering and printing longer reports.
- 3.) When ready to print, click the “Print” button to bring up a pop-up window with the printing options.



- 4.) Below is the pop-up that will be displayed. Users will be able to change several printing settings and see a preview of their settings below. The first 3 pages of the printing output will be displayed to allow iterative changes before moving on from the preview mode.

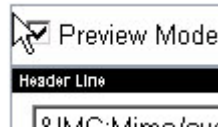


The screenshot shows a web browser window with the address bar displaying a URL from the NASA i fm system. The main content area contains a form titled "Preview Mode" with the following sections:

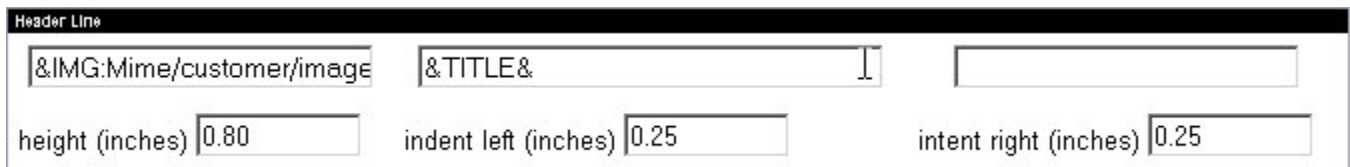
- Header Line:** Includes fields for image path (&IMG:Mime/customer/image), title (&TITLE&), and height (0.80 inches). Indent settings for left (0.25 inches) and right (0.25 inches) are also present.
- Data Area:** Includes fields for padding top (0.25 inches), indent left (0.25 inches), and indent right (0.25 inches). It also has fields for Data Rows (40) and Data Columns (7).
- Footer Line:** Includes fields for date (&DATE&), page number (&PAGE& of &PAGETOT&), and height (0.25 inches). Indent settings for left (0.25 inches) and right (0.25 inches) are also present.

At the bottom of the form, there are "Enter" and "Reset" buttons. Below the form, a small NASA logo is visible on the left, and the text "ARRPT6" is on the right.

- 5.) The screen will initially be in preview mode. Keep this box checked while making changes to the printing output.



- 6.) In the Header Line users can choose what is displayed in the Left Center and Right of the header. They may also set the indent measurements for the header margins as well as the height of the header.
- By default a link to the NASA insignia is filled for the left of the header. You may add a link to any other image file on the web.
 - By default the title is displayed in the center of the header using the code “&TITLE&”. This code, along with others below, is similar to those used in Microsoft Word or Excel during the maintenance of headers and footers.
 - The header height is set to 0.80 inches by default to accommodate the size of the NASA insignia image file.
 - The default indents are set to 0.25 inches, which is large enough to accommodate most printers. These measurements are the same in the two sections below.



- 7.) In the Data Area users can set the measurements for the Padding Top, or the space between the data area and the header, as well as the indent measurements for the data area. Users may also set the number of data rows that will be fit to each single page and the number of key figure data columns displayed on each page.
- The default number of data rows is 40, which should fit well on one page. A number as high as 45-50 may work depending on other settings. After changing this setting, check the preview section to be sure that all rows will fit on the page. Trying to fit too many rows may cause a printing error or a loss of data on the printed sheet.
 - The number of data columns allows users to choose how many Key Figure columns will be printed to each page. A BW report that is very wide may not fit on one printed page and can be split to more than one. If a report has 12 data rows, for example, a user could print 4 data columns per page and receive 3 pages of printed data for each combination of characteristics (i.e. WBS Element, Customer). As an alternative, if a report is too wide for a page try returning to the original BW Report and removing some unneeded characteristics from the drilldown.
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8.) The footer line has similar settings to the header.

Footer Line

&DATE& &PAGE& of &PAGETOT&

height (inches) 0.25 indent left (inches) 0.25 indent right (inches) 0.25

9.) When making your settings in the boxes above, users may click the **Enter** button to see the changes in the preview area below. Scrolling down will allow them to see their changes on the first several pages of print output.



Business area	Customer	Sales Order #	WBS element	Clearing Doc.Number	Doc.number	Posting date	Bas
62	2 BALLISTIC MISSILE DEFENSE ORG	#	# Not assigned	110010804	1610000024	03/01/2002	03/0
					1610000025	03/01/2002	03/0
					1810000037	03/01/2002	03/0
					1810000038	03/01/2002	03/0
				#	8000001214	03/07/2002	03/0
					8000001232	03/15/2002	03/1
		Result					
	4 DEPT OF DEFENSE	#	# Not assigned	110010546	110010546	03/01/2002	03/0
					1610000033	03/01/2002	03/0
					110011532	03/03/2002	03/0

- 10.) When the print output appears correct and the settings have been made, users may exit preview mode by unchecking the box at the top of the screen and then hitting enter.
- The Reset button may be user to start over from the default settings.
 - NOTE: To return to the preview mode, double-click in the header or footer portion of the print output screen.

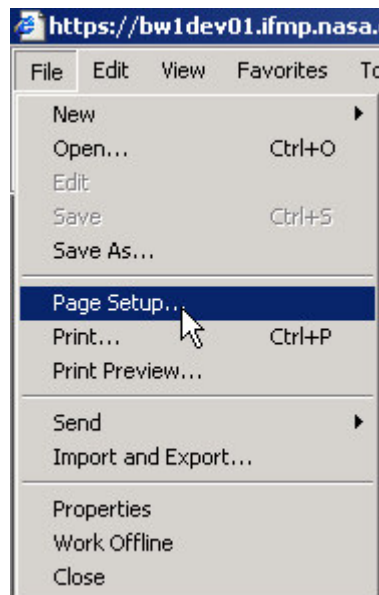
☐ Preview Mode
Header Line

→

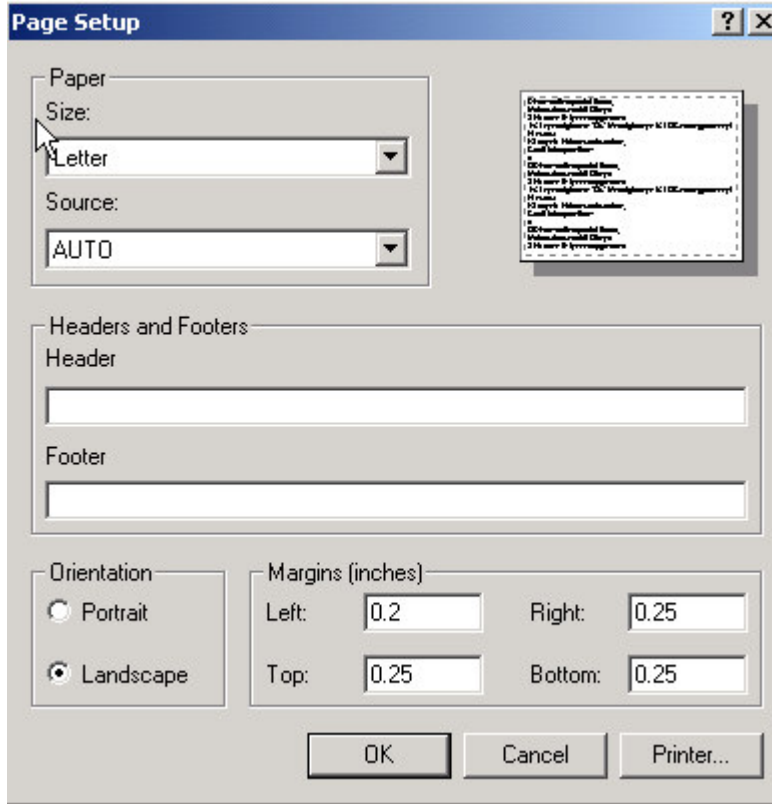
Enter Reset

- 11.) After exiting preview mode, the enhanced, formatted report will be generated within the browser. This may take a few moments depending on computer resources and report length.

- 12.) Before printing from the browser, several settings must be checked to make sure all BW content will fit on the printed page. Go to the Page Setup of Internet Explorer:



- 13.) In Page Setup:
- Make sure the Header and Footer sections for Internet Explorer are *blank* as shown below
 - Select Landscape mode.
 - Set the margins to their lowest possible values. (Type zero “0” in each box and the lowest value will be filled in)
 - Hit OK



Page Setup

Paper

Size: Letter

Source: AUTO

Headers and Footers

Header

Footer

Orientation

☐ Portrait

☒ Landscape

Margins (inches)

Left: 0.2 Right: 0.25

Top: 0.25 Bottom: 0.25

OK Cancel Printer...

- 14.) The enhanced report is now ready to print from the browser. Type Control-P or print normally.